

Supporting Pupils with Medical Needs Policy

KTS Academy



Approved by:	Governing Body	Date: 21/10/2022
Policy Author:	Alexis Gardner	
Last reviewed on:	30/9/2026	
Next review due by:	30/9/2027	
Review Frequency:	Annually	

Contents

1. Aims.....	3
2. Legislation and statutory responsibilities.....	3
3. Roles and responsibilities	3
4. Equal opportunities	6
5. Being notified that a child has a medical condition	6
6. Individual healthcare plans	6
7. Managing medicines and administering medication	7
8. Emergency procedures.....	8
9. Training.....	8
10. Record keeping	9
11. Liability and indemnity.....	10
12. Complaints	10
13. Links to other policies	10
Appendix 1: Being notified a child has a medical condition.....	11

Templates

A – (form A) Parental consent to administer pain relief, salbutamol or antihistamine

B – (form B) Parental consent record for prescribed medication

Individual Healthcare Plan (IHP)

Letter to parents regarding IHP

1. Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions

- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The governing board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupils' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply staff with appropriate information about the policy and relevant pupils
- Developing and monitoring individual healthcare plans (IHPs)

The named person with responsibility for implementing this policy is Alexis Gardner

2. Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on [supporting pupils with medical conditions at school](#).

3. Roles and responsibilities

3.1 The governing body

The governing body has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing body will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

3.2 The headteacher

The headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse

- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

3.3 Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

3.4 Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

3.5 Pupils

Where appropriate, pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs.

3.6 School nurses and other healthcare professionals

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

4. Equal Opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities. Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

5. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

6.1 Individual healthcare plans (IHPs)

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to Alexis Gardner, deputy headteacher. Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done

- When

- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has SEN but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing body and the deputy headteacher, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments

- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons

- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions

- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring

- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

6.2 Safeguarding and Medical Needs

The academy recognises that a pupil's medical needs may also have safeguarding implications. Where a medical condition, allergy, healthcare need, failure to provide medication, repeated non-attendance at medical appointments, concerns regarding treatment compliance, or any other issue raises concerns about a pupil's welfare or safety, staff will follow the school's safeguarding procedures and seek advice from the Designated Safeguarding Lead (DSL) as appropriate. Information relating to medical needs, allergies and Individual Healthcare Plans will be shared with relevant staff on a need-to-know basis to ensure pupils are kept safe, whilst maintaining appropriate confidentiality. Medical needs and healthcare plans will be considered alongside safeguarding plans, risk assessments and Education, Health and Care Plans to ensure a coordinated approach to supporting pupils.

7. Managing medicines and administering medication

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so
and
- Where we have parents' written consent

Pupils under 16 will not be given medicine containing ibuprofen or aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. A second person will also check this and witness the administration.

The Evolve system is used to record information about pupil's medication and staff will record information on here when it is administered. Parents will always be informed too.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Where appropriate, pupils will be informed about where their medicines are at all times and be able to access them immediately.

Any medication belonging to staff will be stored in a locked cupboard which cannot be accessed by pupils.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

7.1 Controlled drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone. All controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

7.2 Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

7.3 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

9. Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so. The training will be identified during the development or review of IHPs.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the deputy headteacher. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs

- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Where necessary, healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. Record keeping

The governing body will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Since March 2025, this has been recorded on Evolve (online system). Parents will be informed if their pupil has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of.

11. Liability and indemnity

The governing body will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk. This is provided through the Department for Education's risk protection arrangement (RPA).

12. Complaints

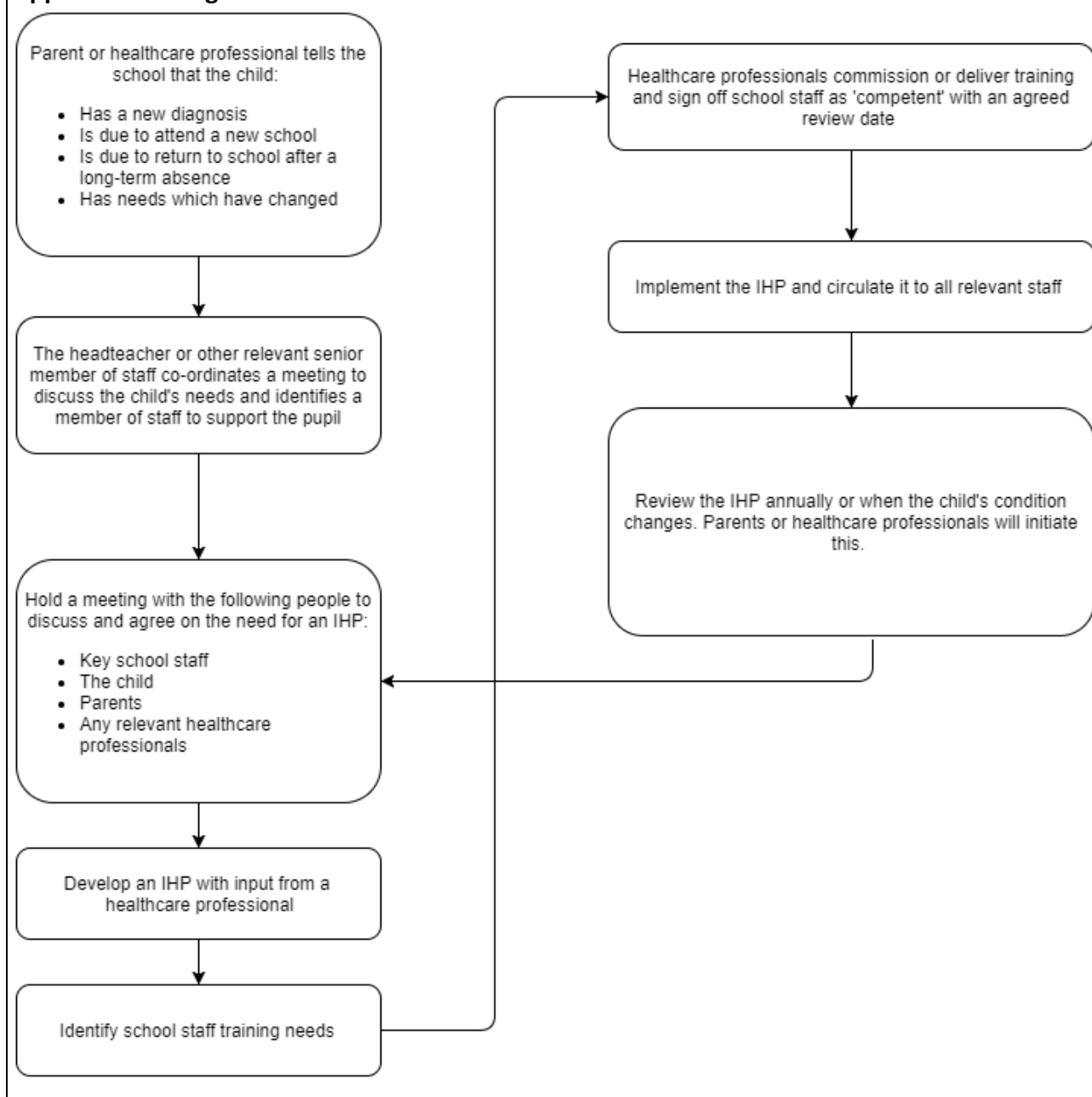
Parents with a complaint about their child's medical condition should discuss these directly with the deputy headteacher in the first instance. If the deputy headteacher cannot resolve the matter, they will direct parents to the school's complaints procedure.

13. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding and Child protection
- Asthma policy
- Managing allergies in school

Appendix 1: Being notified a child has a medical condition



Form A: Parental agreement for school staff to administer medicine

The school will not give your child medicine unless you complete and sign this form.

Pupil Information		
Pupil name:	Class:	Date of Birth:
Medication Information		

Do you give permission for staff members to administer paracetamol to your child? <i>We are not able to administer ibuprofen or aspirin unless this is prescribed by a doctor.</i>	Y/N
Do you give permission for staff members to administer antihistamine to your child (Piriton/chlorphenamine maleate)?	Y/N
If yes to the above, what method? (spoon/syringe/tablet?)	
Has your child been diagnosed with asthma and prescribed an inhaler, or been prescribed an inhaler as reliever medication?	Y/N
If the answer is yes to the above: Do you give permission for your child to be given the correct dose of Salbutamol inhaler if your child's prescribed inhaler is not available (for example, because it is broken, lost or empty)?	Y/N
First Aid	
Do you give permission for your child to be given first aid, as needed?	Y/N
Does your child have any allergies we need to be aware of? (please give details)	

Signature(s) _____

Date _____

Individual Healthcare Plan (IHP)

Insert photo here

Pupil Name:				
Class				
Date of birth				
Date plane created				
Last review date				
Primary diagnosis or condition				
Additional conditions				
Medication information (if applicable)	Name	Dose	Method of administration	Self/staff administered
Does the pupil have an emergency care plan provided by a healthcare professional? (circle)	Yes		No	
If yes, complete this box: Clinical care plan provided by: Clinical management:	Dr [Name], Consultant Paediatrician, [Hospital] [Pupil name] has a comprehensive care plan provided by their consultant paediatrician which contains detailed clinical information about their condition, symptoms, triggers, and medical management. This care plan is attached and should be referred to for: • Detailed symptom information • Clinical triggers • Medical management protocols • Emergency clinical procedures • Medication dosages and administration guidance			
For pupils without a clinical care plan complete the following: Describe medical needs and give details of pupil's symptoms, triggers, signs				
When to administer medication				

How to support the pupil when they need help			
What constitutes an emergency and what action to take			
Arrangements for educational visits			
Any other information			
Staff training	What?	Who?	When?

Emergency Contact details

1. Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	
2. Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	
Clinic/Hospital Contact	
Name	
Phone no.	
G.P.	
Name	
Phone no.	



Dear Parent/Guardian,

At KTS Academy, all pupils with medical conditions or needs have an Individual Healthcare Plan (IHP) which ensures staff have access to the information needed to support pupils.

Some pupils with medical conditions e.g. epilepsy, severe allergies, already have clinical care plans that are provided by specialists, in which case they will still be followed. However, for those without these plans, we have IHPs for school staff to follow.

Please read the plan we have formulated for your child and check the information is accurate. If you feel it needs changing, please let your child's teacher know and they will give you a call to discuss the changes needed.

Kind Regards,

Alexis Gardner

Deputy Headteacher